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GOVERNMENT

FOUNDATIONS
OF SUPERVISION

EMPLOYEES

ADVANCED
SUPERVISION

MANAGEMENT

MANAGEMENT
DEVELOPMENT

SEMINARS

sponsored by

Bureau of Employee Relations
and Development

of the

STATE OF ILLINOIS
DEPARTMENT OF PERSONNEL
ILLINOIS DOCUMENTS
Louis J. Giordano, Director

NOV 16 1981



504 WILLIAM G. STRATTON BUILDING
SPRINGFIELD, ILLINOIS

COURSE DESCRIPTIONS

FOUNDATIONS OF SUPERVISION

A Seminar Designed TO:

- Familiarize those new in supervision—or those “on the way up”—with the basic responsibilities required of a supervisor.
- Provide new insights in managing people and other supervisory functions.
- Teach supervisors to work smarter—not harder—to achieve organizational goals.

Content:

Supervision as an earned responsibility

Cultivating the supervisor's outlook and approach

Traditional and modern concepts of motivation

Understanding human behavior

Values in transition

Achieving two-way communication

The planning process

The importance of setting objectives

Organizational goals and strategies

Coordination and control functions

Activity vs. results-oriented supervision

January 5, 6 - Springfield

March 17, 18 - Springfield

March 23, 24 - Chicago

April 22, 23 - Chicago

May 19, 20 - Springfield

June 2, 3 - Springfield

ADVANCED SUPERVISION

A Seminar Designed FOR:

- Experienced supervisors who need to keep abreast of new expectations and requirements for the job of supervising.

- Enhancing the skills of a supervisor as an effective leader, communicator and planner.
- Understanding the impact of work policies and procedures.

Content:

Building a favorable organizational climate
Employee and staff conferences
Performance review
Standard personnel practices

January 7, 8 - Springfield
February 17, 18 - Springfield
March 22, 23 - Chicago
April 1, 2 - Springfield
April 20, 21 - Chicago
April 26, 27 - Springfield

MANAGEMENT DEVELOPMENT

A Seminar Designed TO:

- Acquaint managers having broad responsibilities with an understanding of concepts by which organizational goals can be achieved.
- Assist managers in understanding the application of current management principles.
- Introduce behavioral science concepts and techniques of managerial problems and processes.
- Determine and analyze participant's management styles.

Content:

Systematic approach to planning
Exploring the elements of organization
Effective leadership behavior
Developing and administering control systems
Management styles
Motivation in modern management
Equal employment concepts

Module A: Planning, Organizing, Leadership
Styles, and Affirmative Action

Module B: Motivating, Directing, and Controlling

MANAGEMENT DEVELOPMENT Dates:

January 26, 27 (A) - Springfield

February 10, 11 (B) - Springfield

March 15, 16 (B) - Springfield

March 30, 31 (A) - Springfield

April 14, 15 (B) - Springfield

April 20, 21 (A) - Chicago

May 11, 12 (B) - Chicago

June 7, 8 (A) - Springfield

(Tear off and mail to pre-addressed office shown on reverse side.)

NOTE: You may reproduce this form if additional copies are needed. Use separate form for each seminar selected.

APPLICATION FOR SEMINAR REGISTRATION

(Make certain full name and office address are printed in the box below.)

Name of Applicant _____

Dept./Agency (If not printed in box) -

Office phone: AC _____ / _____

Date of Seminar: 1st choice _____

2nd choice

Name of Applicant _____

Dept./Agency (If not printed in box) _____

Office phone: AC _____ / _____ Title of Seminar

Date of Seminar: _____ 1st choice _____ Payroll _____

2nd choice _____ title _____

(Please type or print name and office address within area below. This form will be mailed back to you.)

Authorization for employee to attend by:

Signature - Agency Approval

PLEASE NOTE! It is important that all requested registration information be supplied. Incomplete forms will be returned unprocessed.

TO THE APPLICANT:

This is to notify you of the action taken on your application for admission to our seminar program. If you have been registered and find that you cannot attend, please advise us promptly by telephone: AC 217/782-6442. Thank you for your interest in our services.

NOTICE: IN ORDER TO RECEIVE CREDIT, THE PARTICIPANT
MUST BE IN ATTENDANCE FOR THE ENTIRE PROGRAM.

Illinois Department of Personnel
Bureau of Employee Relations and Development
504 William G. Stratton Building
Springfield, Illinois 62706

(This section for office use only.)

- You are accepted and registered in the seminar of your choice.
- We are sorry but the seminar was filled prior to receiving your application.
- We regret that this seminar had to be cancelled/postponed.
- Application returned. (See remarks.)

Remarks:

GENERAL INFORMATION

The 1982 Government Employees Management Seminars provide for training on four levels of management.

"Foundations of Supervision" is a two-day seminar designed for inexperienced supervisors. "Advanced Supervision" is a two-day workshop for experienced supervisors.

The "Management Development" Seminar is a four-day program divided into two modules: A & B. Each Module has been constructed so that participants can register for the full four-day seminar (both Modules) or either Module A or Module B, separately. Participation, however, will be considered incomplete until both Modules have been taken.

Module A: Planning, Organizing, Leadership Styles, and Affirmative Action

Module B: Motivating, Directing, and Controlling

Participation is limited to employees of the State of Illinois. There is no charge for the programs but registrants will pay for coffee and be responsible for their own arrangements for meals, travel and lodging.

The Department of Personnel reserves the right to restrict participation by any one agency and to cancel or postpone seminars for which there is insufficient registration.

ILLINOIS STATE LIBRARY

TIME SCHEDULE

Springfield programs meet 9:00 a.m. to 4:30 p.m. in Room 504 William G. Stratton Building, Spring and Monroe Streets. Chicago programs meet 9:00 a.m. to 4:30 p.m. at DePaul University, 25 East Jackson Boulevard. The officer at the door will have the room assignments. Informal attire is suggested.

NOTE: Prospective registrants who wish counseling regarding course selection and sequence may confer with their personnel officers who have been furnished printed guidelines for that purpose.



APPLYING FOR REGISTRATION

Registrations are handled by mail. The tear-off application should be submitted promptly. Please follow the directions on the application form. Additional copies may be reproduced. Incomplete applications will be returned unprocessed.

OTHER PROGRAMS OFFERED BY THE DIVISION OF EMPLOYEE DEVELOPMENT

Other Programs - 1982

Recent additions to the schedule are the "Effectiveness Training Courses," and "Communication and Perception Seminars." Most topics in these series are primarily geared to meet the needs of the supervisory-managerial work force. These series, open to State and local government employees (as designated), will be conducted at several locations throughout the State.

Executive Development Program

The executive level seminar consists of a week-long experience (for both state and local governmental administrators) in the lovely setting of Allerton Park near Monticello, Illinois.

Management Institutes

The Institute program is conducted in Springfield and the fifteenth season begins this year. These one-day conferences, beginning at 9 a.m., are held at Holiday Inn East, 3100 South Dirksen Parkway. They feature nationally known authorities and are free of charge to State employees who secure tickets through their agencies. Representatives from local/federal government, business and industry are invited to participate at a \$25 charge for each institute. Tickets must be secured in advance.

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